Accessing the Virginia Information Technologies Agency Via the Internet

- From the Compensation Board's Homepage, www.scb.virginia.gov, click on 'Restricted Access'.

- You will be taken to the Security Agreement page, please read the statement, and click on 'Virginia Information Technologies Agency' (formerly the Department of Information Technology) to begin login procedures.

- The first time you access VITA a Java Applet will be downloaded to your PC. When prompted with the installation message, please choose "Yes", as this is trusted software. The download may take several minutes, depending on your connection speed. However, subsequent accesses will not require software to be downloaded to your PC. This feature allows the Compensation Board to provide you software updates as they are made available.
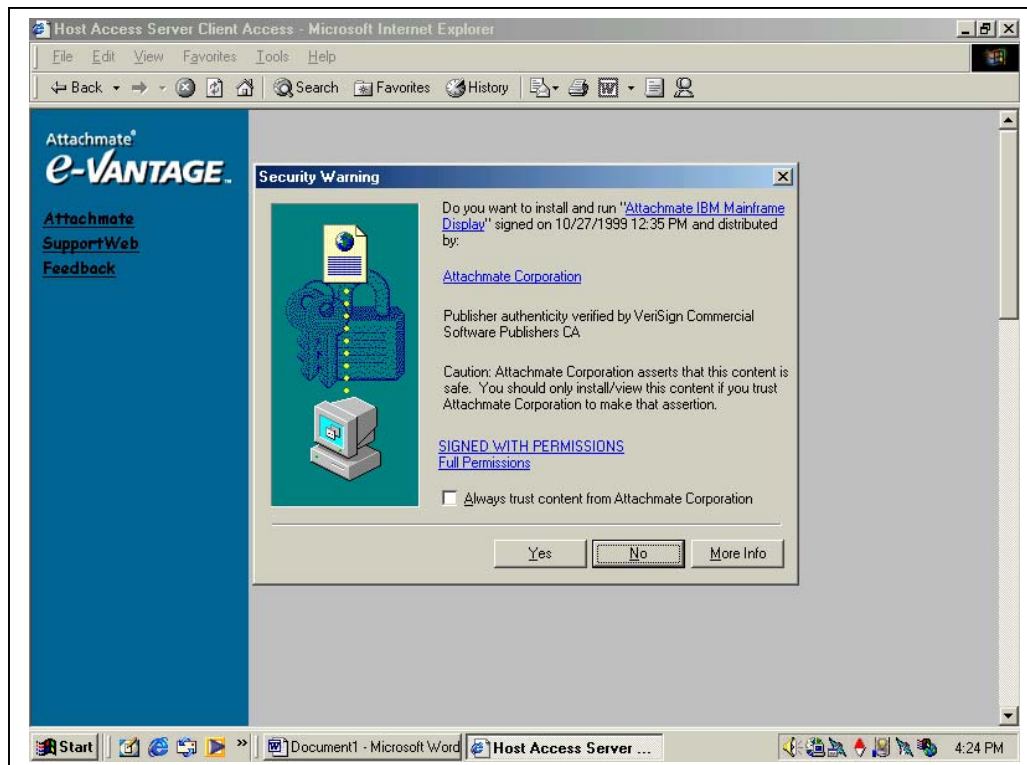
- You are now viewing Attachmate's customer service and support website. This page will be displayed on every access attempt. This site contains useful information about the E-Vantage software you are using.
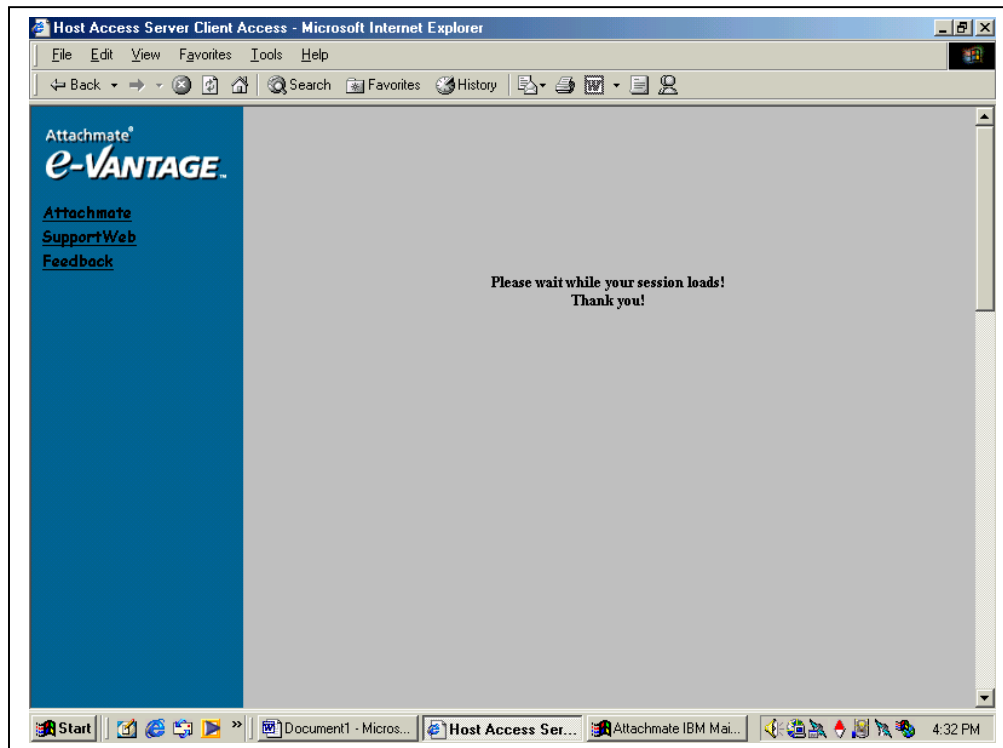

- When the link with VITA has been established, you will see displayed the TN3270E screen.
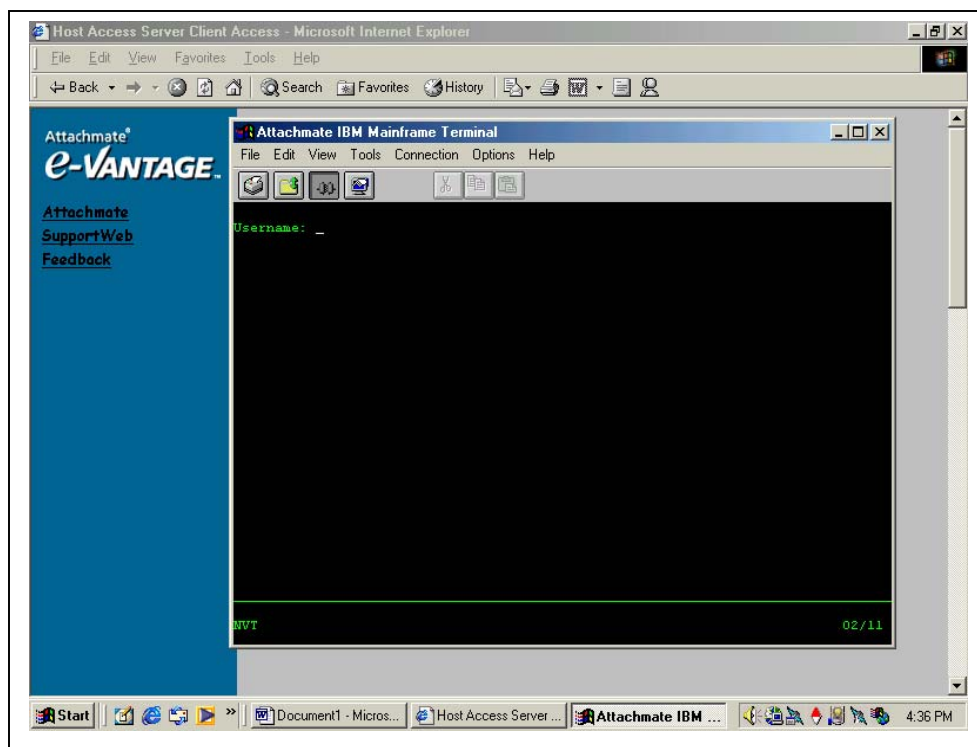
- If you have not established a PIN for your SecurID keyfob, you must follow the six (6) steps entitled 'Steps for Login With PIN Mode Enabled'. You will see the following question when you have reached the 3rd step.
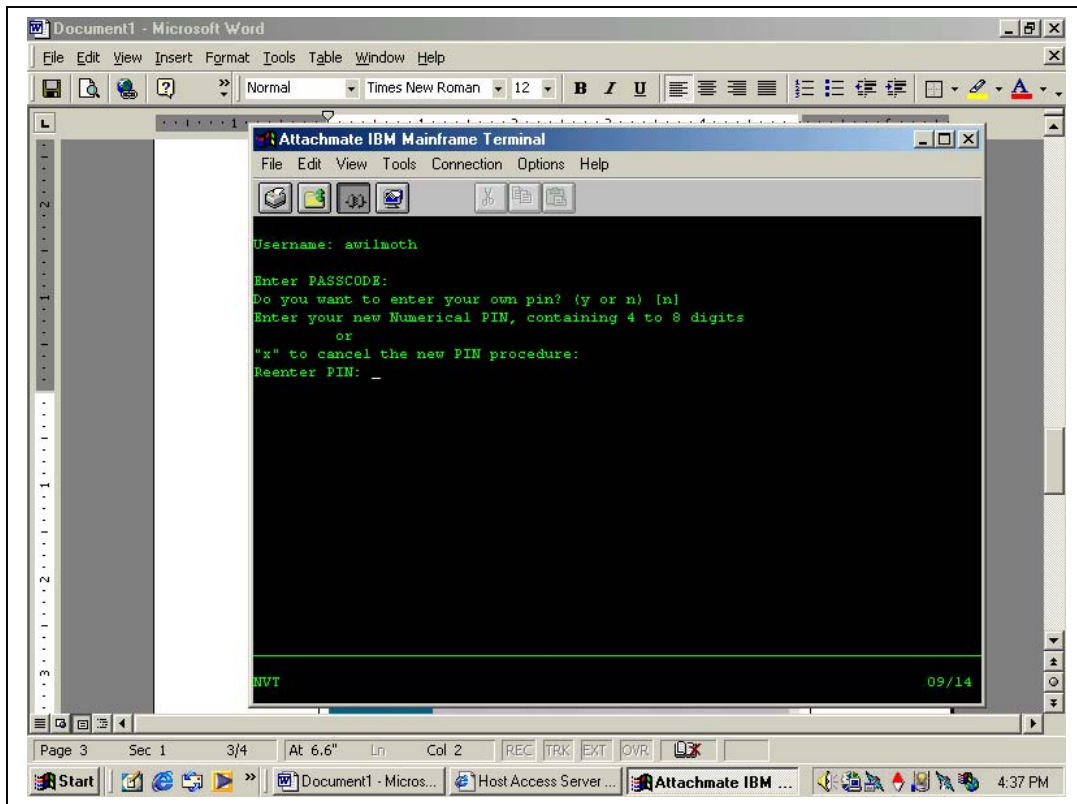
After completing the appropriate steps you have established a connection and will see the following familiar screen. At this point, you will access the system as you have always done. At the ENTER : prompt key in   complete (for the SNIP System) or   cipg (for the LIDS system). You may also access any other system that you are authorized to from this screen.
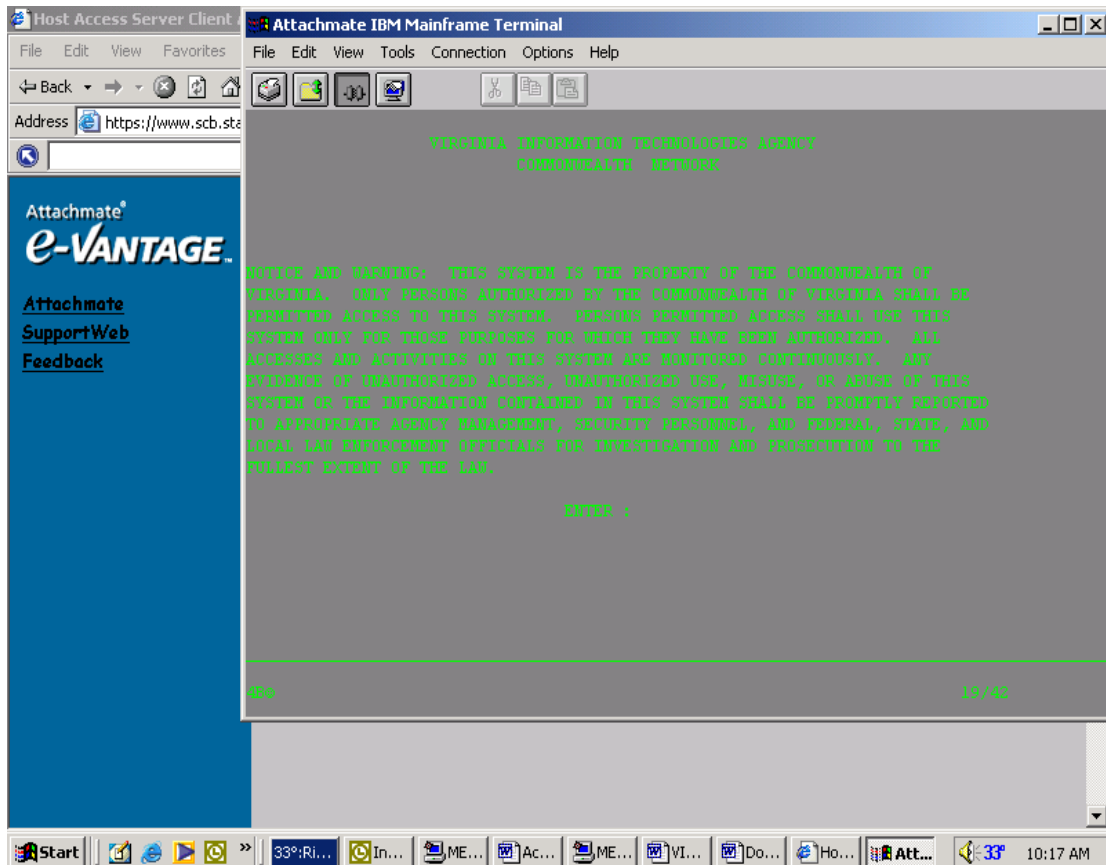
Keyboard Layout

- To view the keyboard layout, click on 'View' and they 'Keymap'.
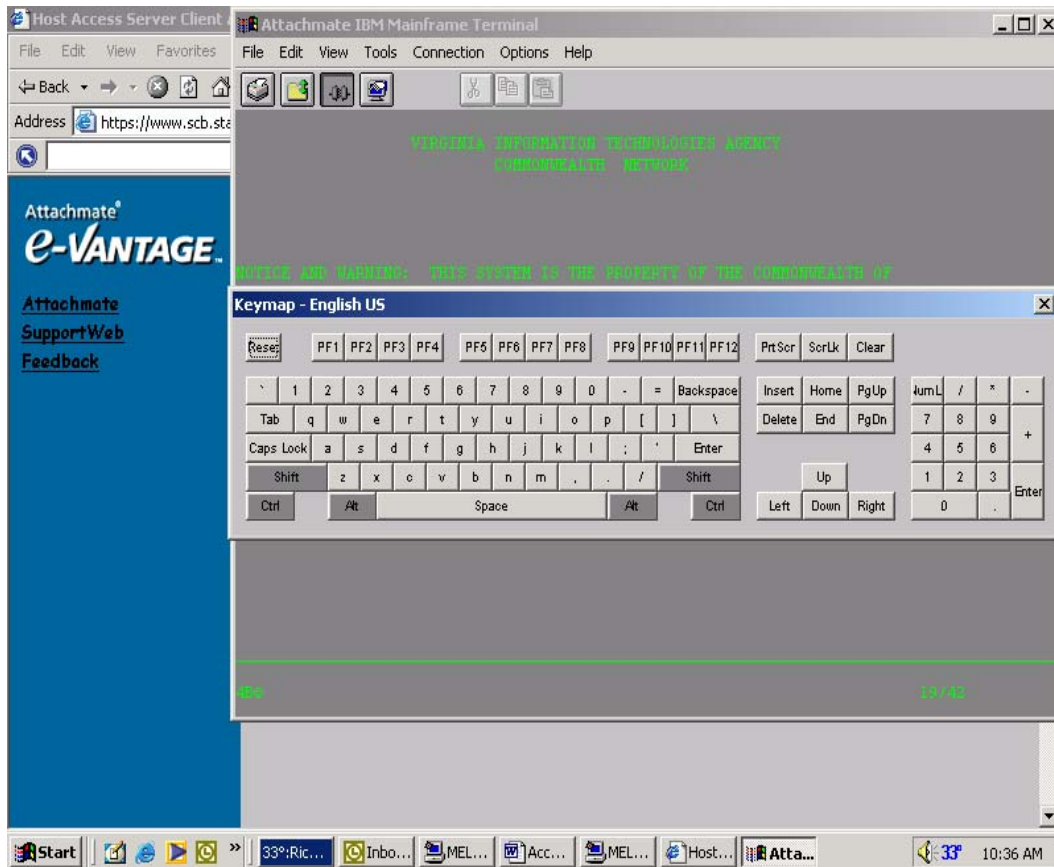
You have a maximum of five (**5**) attempts to log-in through SecurID before needing to have your key fob reset. In keying your username, Personal Identification Number (PIN) or PASSCODE you may backspace and re-key any keying mistakes.

<div align="center">

SecurID Logon Procedures

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Steps for Login With PIN Mode Enabled
The first time you sign on with your SecurID device it will be in what is known as 'PIN Mode Enabled' status. This gives you the ability to create your own, easily remembered PIN. A SecurID PIN can be between four (4) and eight (8) **numeric** digits.

1) You will be prompted for a 'Username'. (**lower case**)
   Enter an 'i' followed by your assigned SCB logon-id and depress the enter key. For example: **i**scbdbaw   or   **i**scbdbaw**x** (individuals that have delegated authority)

2) You will be prompted for a 'PASSCODE'.
   Enter the number currently displayed on your SecurID key fob* and depress the enter key. For example: 234123 (When you type the Passcode, it will not be displayed on the screen. *Note:* Key fob number **changes every 60 seconds**)

   ** If you are prompted for 'NEXT PASSCODE'
   Enter the next generated number on your assigned SecurID key fob
   And depress the enter key.

3) You will then be asked the following question: '*Do you want to enter your own PIN? (y or n) Enter a 'y' and depress the enter key.* (When you type the 'y', it will not be displayed on the screen.)

4) You will then be prompted to enter your **numerical** PIN, containing 4 to 8 digits, or a 'x' to cancel the PIN procedures.
   Enter your PIN and depress the enter key. For example, 189523. (When you type the PIN, it will not be displayed on the screen.)

5) You will then be prompted to re-enter the PIN.
   Re-enter your PIN and Depress the enter key.
   (When you type the PIN, it will not be displayed on the screen).

6) You are now at the VITA-VTAM Screen.
   Enter 'Complete' to access SNIP or 'CIPG' to access LIDS using your existing logon procedures.

   NOTE: If you think you may have violated your access (5 or more attempts) call Melanie Morrison (ext. 204) or Anne Wilmoth (ext. 222) at (804) 786-0786. We will determine the status of your device and inform you which steps will need to be followed.

Steps for Login After the PIN Has Been Set:

1) You will be prompted for a 'Username'. **(lower case)**
   Enter an 'i' followed by your assigned SCB logon-ID and depress the enter key. For
   example: **i**scbdbaw   or   **i**scbdbaw**x** (individuals that have delegated authority)

2) You will be prompted for a 'PASSCODE'.
   *Enter your PIN + the number currently displayed on your assigned SecurID key fob
   and depress the enter key.* For example: 189523234965
   (When you enter your PIN, it will not be displayed on the screen).

   **If you are prompted for 'NEXT PASSCODE'
   Enter your PIN + the <u>next generated</u> number on your assigned SecurID key fob
   And depress the enter key.

3) You are now at the VITA-VTAM Screen.
   *Enter 'Complete' to access SNIP or 'CIPG' to access LIDS using your existing logon
   procedures.*

*NOTE: It is quite possible during this process that you will be re-prompted for your 'Username';
this is usually due to the timed changing of the number displayed on the device. However, if you
continue to be re-prompted for your 'Username' please contact the Compensation Board.